

☐ UNCLASSIFIED

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

FINANCE DIVISION  
PAYROLL AND TRAVEL BRANCH  
ROOM 2018-2018 X-3948

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Office of General Counsel  
1707 20 Aug.

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